



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE GOVERNMENTAL PROGRAM ANALYST

\$4,255 - \$5,172

ENFORCEMENT BRANCH HEADQUARTERS – FRAUD DIVISION SACRAMENTO

The Fraud Division is seeking an individual who desires the challenge of working in a fast-paced, diverse organization. The incumbent will be responsible for the reconciliation, projection, and maintenance of the Fraud Division support budget. This position is a liaison to the Department of Insurance Budget, Accounting, and Business Services Offices. ***Fingerprinting and background check are required. Free Parking!***

RESPONSIBILITIES: Under the supervision of the Staff Services Manager I, this position is responsible for the following: organize, implement and evaluate the fiscal management activities of the Fraud Division. Review, analyze and evaluate Fraud Division funding, monthly reports and expenditures for salary, staff benefits, salary savings and operating expenses and equipment. Responsible for monitoring budget allotments; monitoring expenditures; and advising management of fiscal trends and changes affecting the integrity of the program; and recommend control mechanisms and alternatives to program and division management. Prepare monthly and quarterly review reports detailing program expenditures and fiscal year projections for 10 Regional Offices within the Fraud Division. Prepare budget change proposals and finance letters as necessary to justify program budgetary increases or decreases. Develop budgets, annual service agreements/contracts, and assists program staff in developing work plans. Monitor the budget for each service agreement and completes amendments as necessary. Develop contracts for the Fraud Division and assist technical staff in developing a scope of work and line item budgets. Resolve problems with administrative and/or fiscal aspects of contracts. Maintain records to track budget and expenditures for each contract. Work with the Department of Insurance Accounting, Business Services and Budget staff on contract and fiscal management issues.

DESIRABLE QUALIFICATIONS:

- Knowledge and experience in reviewing, analyzing, and evaluating program funding and expenditures;
- Provide accurate information and make recommendations relating to budget information, projections, salary savings, and operating expenses and equipment;
- Strong analytical, oral/written communication skills and good interpersonal skills;
- Demonstrated experience in performing and completing complex analytical assignments;
- Ability to work with extreme independence under general supervision;
- Ability to work with staff in the development of Budget Change Proposals;
- Ability to train Fraud Division staff on budget/fiscal issues;
- Proficiency in utilizing Microsoft applications such as Word, Excel, Access and Outlook.

WHO MAY APPLY: Applications will be accepted from current State employees at the Associate Governmental Program Analyst level, those within transfer range, or those with list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. Surplus candidates must attach a copy of their letter. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, list eligibility or Training and Development Assignment) on the state application.***

APPLICATION PROCEDURE: Send a completed standard State of California application to Stephanie Brewer, Human Resources Management Division, Department of Insurance, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE “AGPA, PSN 413-176-5393-001” ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. For additional information, please call (916) 492-3411.

FINAL FILING DATE: April 2, 2007, OR UNTIL FILLED

NOTE: Interested individuals, including list eligible candidates, must submit applications in order to be considered for this position.

03/23/07OT

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN
ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.
